

SA-E

June 29, 2004

TO: Distribution

FROM: AA/Director

Subject: 2004 Spaceport Super Safety and Health Day (SSS&HD) Individual Awards

As part of the SSS&HD activities, I would like to recognize individual employees for their safety and health related achievements over the past year. The criterion for SSS&HD Individual Awards is significant achievement in Safety or Health related activities during the period of August 2003 through July 2004. Significant achievements may include:

- Accomplishments related to achieving or maintaining OSHA Voluntary Protection Program (VPP) status.
- Identification and mitigation of major Safety hazard(s) or Health issues which if not identified and mitigated could have been detrimental to the Spaceport.
- Actions resulting in the prevention of a significant Safety hazard or Health issue.
- Active involvement in any enhancements to improve Safety or Health programs or culture within the Spaceport.

Using the criterion above, please nominate individuals in your Company who are deserving of this prestigious award by submitting a strong justification, using the enclosed format. Nominations should be limited to no more than three per Contract and sent as a consolidated package to SA-E/Phillip Swihart, NLT August 9, 2004.

Recipients of this award will receive the SSS&HD Lapel Pin and Plaque which will be presented to the awardees at the SSS&HD Awards Ceremony on October 26, 2004. The members of the SSS&HD Awards Committee will receive and assure the nomination packages are complete. The Center Director's Staff will determine the final recipient selections.

Please direct questions concerning the 2004 SSS&HD Individual Awards to Phillip Swihart at 867-6961.

James Kennedy

Enclosure

Distribution:

NASA Exchange/OP-EXE/Ms. Wilson  
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Space Gateway Support/SGS-6380/Mr. Sample  
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## SPACEPORT SUPER SAFETY AND HEALTH DAY (SSS&HD) INDIVIDUAL AWARD

Nominee's Name

Organization or Company Name

Mail Address (with Mail Code)

Justification

Please provide no more than two pages with acronyms spelled out at least once.